

Transfer of Credits Application

Date: YYYY/MM/DD

Personal Information

Lastname : *Your LASTNAME*
Firstname : *Your Firstname*
Matriculation Number : *123456*
Semester : *Your current semester*
Postal Address : *Street, No., ZIP, CITY*
E-Mail Address : *Your-em@il-addr.ess*

Source Information

Originating University : *e.g. Super Duper University*
Programme Degree : *e.g. Bachelor*
Programme Name : *e.g. Computer Science*
Programme Length : *e.g. 4 years*
City : *City*
Country : *Country*

Grading & Crediting / Mark Conversion Scheme

You need to provide a Grading & Crediting / Mark Conversion Scheme that details how grades from your former University can be converted to the German grading system. This scheme has to include at least the range of possible marks and the minimum pass mark.

List of Courses to Consider for Transfer

Please provide a (prioritized) list of courses that you want to have considered for transfer. Note that the maximum amount of credits transferable is **30 ECTS**.

No.	Course Name	Credits	Mark
1	My first course	4 ECTS	90/100
2	Another course title	2 ECTS	82/100
3	Yet another course title	6 ECTS	90/100
...

Transcripts

Please provide a (certified) copy of the transcripts of **all** courses taken in your Bachelor/Master programme.

Course Details

For every course you want to be considered for transfer, please include a detailed description.